

**CITY OF MANZANITA
SEPTEMBER 7, 2016
CITY COUNCIL MEETING**

CALL MEETING TO ORDER: The meeting was called to order at 7:00 p.m. in the City Council Chambers by Council President Leila Salmon.

ROLL: Members present were: Leila Salmon, Hans Tonjes, Linda Kozlowski, and Mike Scott. Garry Bullard was absent and excused. Staff present: City Manager Jerry Taylor, Court Clerk Maggie Hogland and Administrative Assistant Kristin Grassetth.

AUDIENCE INTRODUCTION: There were 15 citizens in attendance.

PUBLIC COMMENTS & COMMUNICATIONS: Dave Dillon announced that author Buzz Bernard would be at the Hoffman Center September 10th at 7 p.m. to promote his new book called "Cascadia". EVC will also be present giving out information on preparedness.

CONSENT AGENDA:

- A. APPROVAL OF MINUTES – August 3, 2016 Regular Council Meeting
- B. APPROVAL OF BILLS FOR PAYMENT

Motion was made Tonjes, seconded by Kozlowski to approve the consent agenda that includes approval of the minutes of the August 3, 2016 Regular Council meeting; and to approve payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager. Motion passed unanimously.

NEW BUSINESS:

A. Presentation on Preparedness Month - Betsy Chase and Tom Cocklin of the Map Your Neighborhood section of the Emergency Volunteer Corps of Nehalem Bay (EVC) updated Council of current events and education classes that have occurred since the EVC's last presentation to Council in February when the survey results were presented. The survey provided information needed to help guide the EVC where education and training was needed to help others in an emergency. The first regional summit with local leaders and governments was held where they were able to hear from other agencies as to their experiences of situations that taught them valuable lessons when an emergency occurred.

B. Special Event Permit (Muttzanita) - City Manager Jerry Taylor reported on the application for a Special Event Permit for this year's Muttzanita on September 18. The application requested closing Laneda Avenue between 2nd Street and Carmel Avenue for the entire day. The applicants had now scaled back their request, and most of the Muttzanita activities would be in the Little Apple Deli parking lot. Staff had no objection to closing the street for a short time for the pet parade. The conditions of the permit are the same as last year, and staff recommended approval of the permit.

A motion was made by Kozlowski, seconded by Scott to approve Special Event Permit for the 2016 Muttzanita Pet Parade. Motion passed unanimously.

C. Possible Public Nuisance (455 Laurel Ave) - Staff explained the conditions of the house located at 455 Laurel Avenue and letters sent to the owners requesting that they take steps to clean up the house and lot and remove the derelict motor home which has been parked on the lot for several years. The owners responded to the second letter with a phone call to staff indicating their plans for the property. Taylor suggested that if the owners are now motivated to clean up the lot and are moving towards demolition of the old house in anticipation of constructing a duplex, it is a better use of staff time to try and work with them. If a deadline is set and the deadline is not met, the nuisance abatement process can be initiated. Council and audience asked questions and made comments on the abandoned vehicle, need for professional pest control for the rodent problem and demolition permits making those the conditions to avoid abatement. Staff was instructed to send a letter informing owner he had until October 5th to comply. Council agreed by consensus.

D. Council Policy on Chairs at 4th of July Parade - Taylor explained that the City had received a good deal of input on if and how the placing on chairs on the Fourth of July Parade route should be allowed. Taylor read the proposed policy to Council, which was no chairs on the sidewalk until 11am the day of the parade and only if they were occupied. Council asked questions regarding the start time and volunteers that would monitor. Audience comments were made regarding times and handicap passes. Council asked staff to consider comments and bring back to Council for discussion at a later date.

E. Revocation of STR License (Buehler) - City Manager Jerry Taylor stated that the Ordinance is unclear as to whether a short term rental license can be revoked automatically for failure to have the required reinspection. Therefore, staff recommends that the Council conduct the hearing and take action as specified in the Ordinance. The Council President asked for public comments, and none were made.

A motion was made by Scott, seconded by Tonjes to revoke the Short Term Rental license of Barbara Buehler for failing to get her short term rental reinspected per the Ordinance. Motion passed unanimously.

F. Asst City Manager Job Description – The City Manager had discussed at the last Council meeting a transition plan for his retiring by the end of the year and hiring a full-time Assistant City Manager before he is limited to half-time status. The draft job description for this position was enclosed in Council packets and staff recommends that the Council approve it.

Motion was made by Tonjes, seconded by Kozlowski to approve the job description for the Assistant City Manager position. Motion passed unanimously.

G. Personal Services Contract (City Manager) - Jerry Taylor discussed his transition to a half time employee at an hourly contracted rate. Before sending instructions to the City Attorney, Taylor wanted to go over a few items he asked be included into his contract including medical insurance and travel reimbursement. Council agreed by consensus to the provisions.

OLD BUSINESS:

None

CITY MANAGER’S REPORT:

A. Court -. Court Clerk Maggie Hogland reported to Council this year's citation numbers were down compared to last years at this time. Year to date citations are 408, down from 547, which is a 25 % loss. Of those citations 211 are moving violations and 213 are parking. Parking violations on the bike lane on Carmel is a large contributor to this as well as the State Park and Oswald West. Hogland stated that since the loss of the officer in June filings were down 55.4% in 2 months. Hogland finished her report with current financial receipts for the Court. Council asked questions regarding the drop in citations and the loss of the officer.

MISCELLANEOUS:

- 1. Puffin Lane -** Construction of storm drainage improvements should begin on Monday, September 12th.
- 2. Coast Cabins Special Permit –** The applicant wishes to amend the permit to include amplified sound on Friday night September 23rd as well as the 24th. No objections were raised by the Council.
- 3. Court –** The next session of the Municipal Court will be Friday September 9th at 1:30pm.
- 4. Short Term Rental Meeting –** The public input meeting on proposed revisions to short term rental regulations will be September 23rd at 4 p.m. at City Hall.
- 5. Salary Survey -** Staff plans to hire MBL Group to complete survey
- 6. Candidates for elections –**There are 4 candidates for the two Council positions and one candidate for Mayor. A public forum will be held by Pine Grove on October 16th from 2pm to 4pm.
- 7. Outdoor Burning -** Taylor met with concerned citizens and will be putting this matter the October agenda.

Council President Salmon adjourned the meeting at 8.46 p.m.

**MINUTES APPROVED THIS
5TH DAY OF OCTOBER , 2016**

Garry R. Bullard, Mayor

Attest:

Jerald P.Taylor, City Manager/Recorder